

**ARIZONA DEPARTMENT OF TRANSPORTATION
PHOENIX MAINTENANCE DISTRICT**

2140 West Hilton Avenue
Phoenix, Arizona 85009
602-712-7521

**CHECK LIST FOR COMPLETING APPLICATION FOR
PERMIT TO USE STATE HIGHWAY RIGHT OF WAY:**

- ☐ Application form must be typed or legibly handwritten in black ink (this means we have to be able to read it).
ORIGINAL must be submitted **NO FAXES OR COPIES**, application must have the twelve (12) "For and in Consideration" paragraphs on the back.
- ☐ Have you filled out the Application completely and read all the requirements and stipulations.
- ☐ A drawing of the work will be required in most cases. Please reference the highway and milepost or station and provide accurate distance measurements when possible. Show and **CLEARLY MARK ADOT RIGHT OF WAY** lines, a north arrow, and provide the scale and show cross streets or other pertinent features.
- ☐ Submit five (5) 11" X 17" sets of 100% for construction plans and specifications. Plans must be sealed and signed. Preliminary/not for construction or recording plans are not acceptable.
- ☐ If the project will impact traffic in any way, a traffic control plan must be submitted with application package.
- ☐ Owner of the facility and the applicant must each sign the permit application. Owner and applicant signatures needed even if both are the same. Please TYPE signers name in beside signature.
- ☐ Indicate in a clear and complete manner what the purpose for the permit request is and why it is necessary to encroach upon State Highway Right of Way.
- ☐ Current certificate of insurance minimum amount \$1,000,000 naming the State of Arizona and the Arizona Department of Transportation as additional insured. To be submitted with each application package.
- ☐ You have read all the pages attached to this page: The State and Federal Environmental Regulations as well as the Drainage Requirements. And are including the necessary documentation.
- ☐ Allow at least 4 to 8 weeks processing time.

**FAILURE TO COMPLY WILL RESULT IN RETURN OF THE PACKAGE
FOR CORRECTIONS**

P.S. if it ain't checked don't submit it

ARIZONA DEPARTMENT OF TRANSPORTATION (ADOT)
GUIDELINES
FOR ENCROACHMENT PERMITTEE'S
STATE AND FEDERAL ENVIRONMENTAL REGULATIONS

The applicant must submit a signed statement certifying that the applicant has complied with the following laws and regulations:

Clean Air Act

If the applicant's work will include the demolition of any concrete facilities, the applicant must certify that they have met the requirements of the National Emission Standards for Hazardous Air Pollutants (NESHAP).

National Historic Preservation Act:

The applicant must certify that area of proposed incursion has been surveyed by a qualified archaeologist (36 CFR 61 – Attached) and that the proposed activity will not impact any historic or prehistoric cultural resource eligible for the National Register of Historic Places.

Clean Water Act:

Section 401/404

The applicant must certify that either:

- a) the proposed work will not involved discharges to Waters of the United States
- b) or that the activity qualifies for a Nationwide Permit and any required notifications to the Army Corps of Engineers has been made and that the applicant has received concurrence from the Corps to proceed with the work and will implement all required project specific mitigation measures, Section 404 General Conditions and State Water Quality 401 conditions.
- c) Or that a notification is not required form the Nationwide Permit and that the work will comply with all Section 404 General Conditions and State Water Quality 401 conditions
- d) Or that the applicant has received an individual permit from the Army Corps of Engineers and that the work will comply with all conditions of the individual permit.

Section 402

If the proposed work will exceed 1 acre of disturbance within the right-of-way then the applicant must certify that they have submitted an Notice of Intent (NOI) to the U.S. Environmental Protection Agency and the Arizona Department of Environmental Quality and have prepared a Storm Water Pollution Prevention Plan for the project. The applicant must also certify that all best management practices identified in the plan will be implemented during project construction. The applicant must also certify that upon project completion the applicant will file a Notice of Termination (NOT) with the U.S. Environmental Protection Agency and the Arizona Department of Environmental Quality.

The Endangered Species Act:

The applicant must certify that the proposed project will not affect any species listed as Endangered, Threatened, or Candidate by the United States Fish and Wildlife Service under the Endangered Species Act.

Arizona Native Plant Law:

If the applicant's project will remove or destroy protected native plants over an area of right-of-way that exceeds one-fourth acre the Permittee shall notify the Arizona Department of Agriculture at least 60 days prior to the start of construction to afford commercial salvagers the opportunity to remove and salvage these plants.

June 2002

Revised April 2004

Appendix A to **Part 61**—Professional Qualifications Standards

In the following definitions, a year of full-time professional experience need not consist of a continuous year of full-time work but may be made up of discontinuous periods of full-time or **part**-time work adding up to the equivalent of a year of full-time experience.

(a) History. The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:

(1) At least two years of full-time experience in research, writing, teaching, interpretation or other demonstrable professional activity with an academic institution, historical organization or agency, museum, or other professional institution; or

(2) Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

(b) Archeology. The minimum professional qualifications in archeology area a graduate degree in archeology, anthropology or closely related field plus:

(1) At least one year of full-time professional experience or equivalent specialized training in archeological research, administration or management;

(2) At least four months of supervised field and analytic experience in general North American archeology; and

(3) Demonstrated ability to carry research to completion.

In addition, to these minimum qualifications, a professional in prehistoric archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the prehistoric period. A professional in historic archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the historic period.

(c) Architectural history. The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, history preservation, or closely related field, with coursework in American architectural history; or a bachelor's degree in architectural history, art history, history preservation, or closely related field plus one of the following:

(1) At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or

(2) Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

(d) Architecture. The minimum professional qualifications in architecture are a professional degree in architecture plus at least two years of full-time professional experience in architecture; or a State license to practice architecture.

(e) Historic Architecture. The minimum professional qualifications in historic architecture are a professional degree in architecture of State license to practice architecture, plus one of the following:

(1) At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or

(2) At least one year of full-time professional experience on historic preservation projects. Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specification for preservation projects.

DRAINAGE REQUIREMENTS

When submitting permit applications for evaluation of drainage impacts, the following information should be furnished:

A narrative report including a description of the existing drainage conditions, the proposed revisions, and the effects of the proposed changes on existing conditions.

1) MAPS AND/OR DRAWINGS

Maps and/or drawings sufficient to show all pertinent features of the proposed modifications. This may include site maps, draining area maps, contour maps, grading plans, structure profiles, channel profiles, etc.

2) CALCULATIONS

Hydrologic and Hydraulic calculations for design, discharge, water surface profiles, flow depths and flow velocities as applicable.

The attached guidelines may be used in reviewing permit applications for completeness prior to submittal to Roadway Drainage Section.

Roadway Drainage Section

Permit Guidelines

Permit Name: _____

Location: _____

1. Are existing conditions adequately described? _____
2. Are the proposed changes adequately described? _____
3. Are all plans and details provided? _____
4. Is a site map included? _____
5. Are drainage area maps included? _____
6. Are any known drainage problem locations discussed? _____
7. Is the permit area within a floodplain? Area Flood Insurance Maps (FIRM's) available, and if so, are they included? Has a regulatory floodway been established? Will there be an increase in the 100 year water surface as a result of the proposed project? _____
8. Are there any flood control projects existing or planned for the project area? Are there any existing drainage studies for the area? _____
9. Have the hydraulic impacts of the proposed design been evaluated: scour, ponding, flow diversions, bank protections, etc.? _____
10. Are all the hydraulic and hydrologic computations included? _____